



Want to get a PPSR registration removed?

IMPORTANT: To use this process, you **MUST** have an interest in the property described in the registration.



1 Start the process – ask them to discharge it.

Before you can make your request, you need to send the person who made the registration (the *secured party*) a written demand (called an *amendment demand*) asking them to discharge the registration. Discharging will end the registration.

You **MUST** send the demand to the secured party's email or postal address listed in the registration.

Tip

You can get all the info you need to complete and send your amendment demand from the PPSR registration – just do a search of the PPSR for \$3.40.

2 Choose which option you want to take ...

After sending your *amendment demand*, wait **5 BUSINESS DAYS** (for assistance calculating this, use the *business days calculator*). If the registration has not been removed by the *secured party* by then, you have two options to choose from.

Option 1 – go to court.

Apply to a court for an order to remove the registration.

Option 2 – ask the Registrar.

Request the Registrar remove the registration by submitting a form called an *amendment statement*. The Registrar of Personal Property Securities is the authorised Australian Government representative appointed to make certain decisions.

Tip

Include a copy of your *amendment demand*, any response from the *secured party* and any evidence to support your request. This will help us process it faster!

3 The secured party has their say ...

After receiving a valid request, the Registrar will send a letter to the secured party known as an *amendment notice*. This gives the secured party an opportunity to tell the Registrar why the registration shouldn't be removed.

4 The Registrar decides ...

Once the Registrar has all the evidence needed, they will make a decision whether to remove the registration or not. You will be notified in writing of the outcome.

Tip

Sometimes the time taken between sending the *amendment notice* and making a decision can be lengthy – if your request is urgent, consider making your application to a court instead.

Helpful resources

The PPSR website at ppsr.gov.au/dispute-registration contains what you need to complete these steps, such as what to include in your *amendment demand*, accessing the *amendment statement* form and a *business days calculator*.

Does someone want you to remove your PPSR registration?

If so, you may have received a notice from the Registrar of Personal Property Securities. The Registrar is the authorised Australian Government representative appointed to make certain decisions.

1 What is this notice?

If you have received a notice from the Registrar (an amendment notice), this means someone has commenced the *amendment demand process*.

You have received this notice because a person asked the Registrar for help to remove your registration. This can happen when you do not remove it after them asking you to do so.

Tip

It's very important to keep your postal and email addresses on the PPSR up-to-date (known as your *address for service*). Failure to do this could result in your registration being removed.

2 Choose which option you want to take ...

Before you received this notice, the person who made the request followed a number of preliminary steps (see the other side for details). You now have two options to choose from.

Option 1 – you can agree to remove the registration.

You can remove the registration yourself. If you need assistance with this, you can find information about how to do this on the Australian Government's website ppsr.gov.au

Option 2 – respond and object to the removal.

You generally have **5 business days** to respond to the notice. If you don't want your registration to be removed, it's vital that you supply as much evidence as possible. Your evidence should show that there was a security agreement and that there is still a debt owing.

Tip

If you need more time to respond to a notice, contact us at enquiries@ppsr.gov.au to ask for more time.

3 The Registrar decides ...

Once the Registrar has all the evidence needed, they will make a decision whether to remove the registration or not. You will be notified in writing of the outcome.

Helpful resources

Visit the PPSR website at ppsr.gov.au/dispute-registration.